Section 5

**Personnel**

**Responsibilities**

Academically Gifted Coordinator

1. To provide support, whether academic, social/emotional, or administrative to those who are directly responsible for teaching the Academically Gifted student

2. To make sure the program is in compliance with local, state, and federal guidelines

3. To communicate needs and concerns to appropriate personnel

4. To participate in needed staff development when appropriate

5. To assist teachers of the Academically Gifted

6. To answer legal questions

1. To oversee the Academically Gifted budget
2. To maintain a log/record of pre-nomination pool of students, nominations, and placement decisions
3. To ensure that communication with parents, teachers/coordinators of Academically Gifted Students, and other personnel is handled appropriately and confidentially.

Principals and Others with

Responsibilities for Service

Delivery Options

1. To provide support, whether academic,

social/emotional, or administrative to those who are directly responsible for teaching gifted students

1. To make sure the services are in compliance with local, state, and federal guidelines
2. To communicate needs and concerns to appropriate personnel
3. To participate in needed staff development when appropriate

Chairperson of Academically Gifted Review Committee

1. To serve as chair of the Review Committee coordinating the identification of gifted students
2. To disseminate gifted information
3. To serve on gifted materials selection

committee

1. To coordinate evaluation and update of the school’s service delivery plan each year
2. To oversee appropriate paperwork
3. To provide support for classroom teachers
4. To participate in total program evaluation
5. To arrange meetings upon parent request to discuss concerns about a recommendation
6. To keep a log of pre-nomination pool, nominations, and placement decisions
7. To ensure that communication with parents, teachers, coordinators, and other educational personnel is handled appropriately and confidentially.
8. To provide AG training for administrator, faculty, and parents.

Academically Gifted Review

Committee

1. To review student information in order to make appropriate service delivery options recommendations
2. To participate in scheduled meetings and maintain confidentiality
3. To participate in evaluation and update of the school’s service delivery plan each year.

Teachers of Academically Gifted Students

1. To serve on the review committee as a

facilitator in the identification process and matching of students to appropriate service delivery options

2. To maintain student records

3. To provide curricular/program support at the school and/or class level

4. To provide program information to administrators, other teachers, and parents

5. To help plan, develop, and revise the overall Academically Gifted Model Plan

6. To maintain communication with all others involved with gifted students at the school level

7. To be certified, provisionally certified, or specially trained with regards to the

gifted learner

Guidance Counselors

1. To make available personal and group

counseling opportunities

1. To focus particularly on underachievers, gifted girls, and culturally diverse students

Classroom Teachers of

Academically Gifted Students

1. To participate with the Review committee by providing input in the identification process and the matching of students to appropriate service delivery options
2. To inform AG Specialist/Coordinator of any specific student or program concerns
3. To provide differentiation of curriculum as appropriate
4. To complete the Student Evaluation Form (elementary and middle) for Review Committee consideration.